

OFFICE OF REPORTS AND ESTIMATES

O.R.E. Administrative Memorandum No. 22-42

25

15 April 1948

SUBJECT: Interviews of Returning Government Officials

REFERENCE: Administrative Instruction No. 50-11, subject as above.

1. Presentations and interrogations of government officials who return to Washington from areas abroad are held under the auspices of CIA, as prescribed in the referenced Instruction.

2. Presentation Division, Administrative Staff, ORE, performs whatever services are required in accomplishment of the requirements of the referenced Instruction, which include:

a. Maintaining liaison with Intelligence Advisory Committee (IAC) agency liaison officers in order to keep ORE advised of returning government officials who may be of interest.

b. Arranging presentations or interrogations as to place and time.

c. Notifying IAC agency liaison officers and appropriate CIA offices of the presentations or interrogations.

d. Ascertaining from the Assistant Director, ORE, the name of the person who will act as presiding officer for the presentation or interrogation.

e. Advising the designated presiding officer of the names of the persons who will attend from IAC agencies and CIA offices.

f. Insuring that the appropriate receptionist has a visitor's admission card prepared in advance for each person who is authorized to attend the particular meeting from the IAC agencies.

g. Securing transportation and providing escort service for the government official from the appointed pickup place to the conference room in CIA.

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NO CHANGE IN CLASS.

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h. Displaying an appropriate map and providing stenographic service for presentations held in the Situation Room.

i. Securing transportation for the government official following the meeting.

3. Presentation Division's responsibilities end, however, in so far as the conduct of the meeting is concerned, when a government official has been brought to the appointed place at the appointed time. From that time, until the end of the meeting, the presiding officer is wholly responsible for the conduct of the meeting.

4. Appendix I is published for the information and guidance of presiding officers.

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Chief, Administrative Staff
Office of Reports and Estimates

Attachment:

Suggestions to Presiding Officers (Appendix I)

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